



## PRE-APPLICATION MEETING BUILDING SERVICES

### DOÑA ANA COUNTY

#### COMMUNITY DEVELOPMENT DEPARTMENT

Building • Planning • GIS

845 North Motel Boulevard • Las Cruces, New Mexico 88007

(575) 647-7350 • Fax: (575) 525-6131

**A** Pre-Application meeting is required for all commercial development. Commercial building permits will not be accepted until a pre-application meeting has been conducted. Pre-Application meetings are used to assist applicants in submitting plans that will be processed more timely and efficiently by providing specific requirements, processes and find solutions to projects with unique requirements and constraints.

### How does a Pre-Application Meeting work?

**A**s an applicant you may discuss any potential issues or concern(s) with the proposed development for example:

- Pre-Application meeting may serve to identify site sensitive requirements to include zoning and subdivision issues;
- Address stormwater and on-site drainage requirements or potential issues;
- Clarify building and technical code requirements;
- Clarify and comply with adopted international building codes;
- Discuss local Ordinances to see what potential impact it may have on proposed development; any circumstances that may prevent coming into compliance with building code;
- Accessibility requirements;
- Any conflicts with any County planned public improvements.
- The Pre-Application meeting is not intended to assist the applicant with design or become a feasibility study.
- The Pre-Application meeting is a tool make a project's review run smoother and more efficient.
- The Pre-Application meeting is not intended to be a final review by no means, conditions may change that may warrant additional corrections or resubmittals.
- The Pre-Application meeting is only a courtesy preliminary review and the County can't be held responsible for any advise or discussion held pursuant to Chapter 350 of the Dona Ana Unified Development Code.

### How to schedule a Pre-Application Meeting?

**A**fter discussing the proposed project with one of the case managers, you may request a meeting by:

- Advising the project manager
- Fill out the Pre-Application request form
- Submit the completed form along with all applicable plans required for permit submittal,
- For example: site plan, construction plans, grading plans, fire system plans and storm water plans to case manager and:

[buildingservices@donaanacounty.org](mailto:buildingservices@donaanacounty.org)

To ensure your request receives a proper response.

- Pre-application meetings are conducted every Wednesday of the week from 10 a.m.-3:00 p.m. with the exception of holidays and scheduled in the order they are received.
- The request form must be fully completed and plans submitted by no later than the Wednesday prior to the proposed meeting day
- This allows County staff members a minimum of a week advanced notice to be able to make the meeting and prepare a preliminary review of the plans.



## PRE-APPLICATION MEETING BUILDING SERVICES

### Contact Information

Project Address/Account Number: \_\_\_\_\_

Contact Person/Representative: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Design/Contractor Firm: \_\_\_\_\_

How many persons from your team will attend? : \_\_\_\_\_

Which Department disciplines will you need to attend meeting? \_\_\_\_\_

\_\_\_\_\_

### Project Information

Use and Occupancy Classification(s) for proposed project: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Occupant Load(s): \_\_\_\_\_

\_\_\_\_\_

Number of Stories: \_\_\_\_\_ New or Existing Building: \_\_\_\_\_

Fire Protection Systems: \_\_\_\_\_

Set or specific types of Plans included (i.e. site plans, building permits, grading permits, storm water, and fire e-mailed to case manager and [buildingservices@donaanacounty.org](mailto:buildingservices@donaanacounty.org)

\_\_\_\_\_

### Detailed Project Description

Please provide as much detail on the description of the project and the purpose for the proposed meeting: such as process, topics or issues to be discussed and if you would like meeting to be in person or virtual or both.